UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
FIELD SERVICE BRANCH - NORTH CENTRAL REGION

PROCEDURE FOR CONDUCTING THE SPOT CHECK OF PERFORMANCE WORK 1946 AGRICULTURAL CONSERVATION PROGRAM

GENERAL

The farmer fieldman will have the responsibility of the spot check work at the county level. Each farmer fieldman will get in touch with the spot checkers who have been assigned to his counties and plan the work, as the spot checkers will be responsible to him.

The spot checkers will make a thorough check of the approved practices carried out on 1½% of the farms in each county to determine that performance has been checked and reported in accordance with the instructions in NCR-46-15. The spot checkers will discuss the results of the spot check with the county performance supervisor, and the county performance supervisor will make the necessary corrections on the performance reports and initial such corrections. If a spot check indicates that the data on the NCR-46-17's are not acceptable for the preparation and certification of applications, the spot checker, the farmer fieldman, and the county performance supervisor should discuss the problems involved, and determine what steps are necessary to remedy the situation.

The spot check shall be carried out as currently as possible with the regular check of performance and shall be completed not later than November 9, 1946. Forms NCR-46-18, Performance Check Sheet, and NCR-46-18A, Performance Spot Check Report, will be used in connection with the spot check.

SELECTING THE FARMS TO BE SPOT CHECKED

The selection of the farms to be spot checked will be the responsibility of the farmer fieldman. All farm reports will be reviewed in the county office, and each county shall select for spot checking a representative sample of reports from those townships which, on the basis of erasures and changes made on the reports or other evidence of inaccurate

or inefficient reporting, show the greater need for checking. The farms to be spot checked shall include:

1. Farms for which performance information was obtained by community committeemen.

2. Farms for which performance information was reported by the ffarmer.

NCR-46-18, PERFORMANCE CHECK SHEET

The spot checker will list on NCR-46-18, Performance Check Sheet, the discrepancies found by the spot check. One NCR-46-18 will be prepared for each farm spot checked. The performance reports will be taken to the field by the spot checker, but no changes will be made on the performance reports by the spot checker.

Enter the State and county code and farm number in the upper right hand corner of the form. Enter the name of the farm reporter in the space provided. If the farm is one for which the farmer reported all of the performance information to the county office, enter the word "Farmer" in the space for the name of the reporter.

SECTION I. Where a required performance item is missing, incomplete, or in error, describe the item in column (a), enter in column (b) the information as shown on NCR-46-17, and enter in column (c) the correct information. The following illustrates the manner in which Section I should be filled out for various types of errors.

Item missing, incomplete, or in error	As shown on NCR-46-17	As found by spot checker
Name of owner	John Doe	Richard Roe
Description of fertilizer practice	Superphosphate	0-20-0, oats seeded, R.C.
Division of lime payment	50 - 50	100% to Richard Roe
Units of terracing	2000	20.0
Description of green manure practice	Green Manure	Green Manure-Sweet Clover
Lime weight tickets	Not submitted	Weight tickets attached (or to be submitted)
Units of sod waterways practice	Not shown	3.4
Units of contouring intertilled crops	40.0 - corn	0 - corn not on contour

If required written evidence of the carrying-out of a practice was not submitted to the county office with the performance report, no error should be indicated on NCR-46-18 if a notation was made on the performance report that the written evidence was to be submitted later.

SECTION II. Enter in the appropriate spaces the number of errors of the various types found in the performance information as recorded on the NCR-46-17. The errors in Section I as listed above would be summarized in Section II as follows:

1. Number of errors in names and addresses	1	4. Number of errors in division of payment	1
2. Number of errors in description of practices	2	5. Number of cases where written evidence missing	1
3. Number of errors in units of practices	3		

SECTION III. Enter in Section III a short report regarding the completeness, accuracy, and acceptability of the performance report. Where necessary, a short explanation of the entries made in Section I, column (c), should be entered. For example, the change in the division of the lime payment should be explained by a statement such as: "Richard Roe bought and spread all of the lime."

The spot checker will sign NCR-46-18, and enter the date in the spaces provided. The forms NCR-46-18 shall be filed in the county office.

NCR-46-18A, PERFORMANCE SPOT CHECK REPORT

The spot checker shall prepare NCR-46-18A, Performance Spot Check Report, in duplicate, for each county which he spot checks. The entry for item 1 will be obtained from the county committee. The entries for items 2 through 9 will be obtained from Forms NCR-46-18. The spot checker should enter under remarks a short narrative report concerning the performance work in the county. The farm numbers of the farms spot checked should be entered on the back of NCR-46-18A.

The spot checker will sign NCR-46-18A, and enter the date in the spaces provided. The original of NCR-46-18A shall be transmitted to the State Office, and the copy shall be filed in the county office.

Issued July, 1946

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
FIELD SERVICE BRANCH - NORTH CENTRAL REGION

PROCEDURE FOR CONDUCTING THE SPOT CHECK OF PERFORMANCE WORK 1946 AGRICULTURAL CONSERVATION PROGRAM

GENERAL

The farmer fieldman will have the responsibility of the spot check work at the county level. Each farmer fieldman will get in touch with the spot checkers who have been assigned to his counties and plan the work, as the spot checkers will be responsible to him.

The spot checkers will make a thorough check of the approved practices carried out on 1½% of the farms in each county to determine that performance has been checked and reported in accordance with the instructions in NCR-46-15. The spot checkers will discuss the results of the spot check with the county performance supervisor, and the county performance supervisor will make the necessary corrections on the performance reports and initial such corrections. If a spot check indicates that the data on the NCR-46-17's are not acceptable for the preparation and certification of applications, the spot checker, the farmer fieldman, and the county performance supervisor should discuss the problems involved, and determine what steps are necessary to remedy the situation.

The spot check shall be carried out as currently as possible with the regular check of performance and shall be completed not later than November 9, 1946. Forms NCR-46-18, Performance Check Sheet, and NCR-46-18A, Performance Spot Check Report, will be used in connection with the spot check.

SELECTING THE FARMS TO BE SPOT CHECKED

The selection of the farms to be spot checked will be the responsibility of the farmer fieldman. All farm reports will be reviewed in the county office, and each county shall select for spot checking a representative sample of reports from those townships which, on the basis of erasures and changes made on the reports or other evidence of inaccurate

or inefficient reporting, show the greater need for checking. The farms to be spot checked shall include:

1. Farms for which performance information was obtained by community committeemen.

2. Farms for which performance information was reported by the farmer.

NCR-46-18, PERFORMANCE CHECK SHEET

The spot checker will list on NCR-46-18, Performance Check Sheet, the discrepancies found by the spot check. One NCR-46-18 will be prepared for each farm spot checked. The performance reports will be taken to the field by the spot checker, but no changes will be made on the performance reports by the spot checker.

Enter the State and county code and farm number in the upper right hand corner of the form. Enter the name of the farm reporter in the space provided. If the farm is one for which the farmer reported all of the performance information to the county office, enter the word "Farmer" in the space for the name of the reporter.

SECTION I. Where a required performance item is missing, incomplete, or in error, describe the item in column (a), enter in column (b) the information as shown on NCR-46-17, and enter in column (c) the correct information. The following illustrates the manner in which Section I should be filled out for various types of errors.

Item missing, incomplete, or in error	As shown on NCR-46-17	As found by spot checker
Name of owner	John Doe	Richard Roe
Description of fertilizer practice	Superphosphate	0-20-0, oats seeded, R.C.
Division of lime payment	50 - 50	100% to Richard Roe
Units of terracing	2000	20.0
Description of green manure practice	Green Manure	Green Manure-Sweet Clover
Lime weight tickets	Not submitted	Weight tickets attached (or to be submitted)
Units of sod waterways practice	Not shown	3.4
Units of contouring intertilled crops	40.0 - corn	0 - corn not on contour

If required written evidence of the carrying-out of a practice was not submitted to the county office with the performance report, no error should be indicated on NCR-46-18 if a notation was made on the performance report that the written evidence was to be submitted later.

SECTION II. Enter in the appropriate spaces the number of errors of the various types found in the performance information as recorded on the NCR-46-17. The errors in Section I as listed above would be summarized in Section II as follows:

1. Number of errors in names and addresses	1	4. Number of errors in division of payment	1
2. Number of errors in description of practices	2	5. Number of cases where written evidence missing	1
3. Number of errors in units of practices	3		

SECTION III. Enter in Section III a short report regarding the completeness, accuracy, and acceptability of the performance report. Where necessary, a short explanation of the entries made in Section I, column (c), should be entered. For example, the change in the division of the lime payment should be explained by a statement such as: "Richard Roe bought and spread all of the lime."

The spot checker will sign NCR-46-18, and enter the date in the spaces provided. The forms NCR-46-18 shall be filed in the county office.

NCR-46-18A, PERFORMANCE SPOT CHECK REPORT

The spot checker shall prepare NCR-46-18A, Performance Spot Check Report, in duplicate, for each county which he spot checks. The entry for item 1 will be obtained from the county committee. The entries for items 2 through 9 will be obtained from Forms NCR-46-18. The spot checker should enter under remarks a short narrative report concerning the performance work in the county. The farm numbers of the farms spot checked should be entered on the back of NCR-46-18A.

The spot checker will sign NCR-46-18A, and enter the date in the spaces provided. The original of NCR-46-18A shall be transmitted to the State Office, and the copy shall be filed in the county office.